

Spokane Transit Authority
1230 West Boone Avenue
Spokane, Washington 99201-2686
(509) 325-6000

PLANNING & DEVELOPMENT COMMITTEE MEETING

Minutes of the November 28, 2018 (**December**) Meeting, 10:00 a.m.
Spokane Transit Southside Conference Room

MEMBERS PRESENT

Al French, Spokane County*
Candace Mumm, City of Spokane
Sam Wood, City of Spokane Valley
Chris Grover, City of Cheney
E. Susan Meyer, CEO, Ex-Officio

MEMBERS ABSENT

Veronica Messing, City of Airway Heights

STAFF PRESENT

Karl Otterstrom, Director of Planning & Development
Lynda Warren, Director of Finance & Information Services
Roger Watkins, Chief Operations Officer
Nancy Williams, Director of Human Resources
Brandon Rapez-Betty, Director of Communications & Customer Service
Dan Wells, Deputy Director of Capital Development

GUESTS

Mike Kunder, AFSCME 3939, President

1. CALL TO ORDER AND ROLL CALL

Chair French chaired the meeting via phone and called the meeting to order at 10:05 a.m. Roll was called and introductions were made.

2. PUBLIC EXPRESSIONS

None.

3. COMMITTEE CHAIR REPORT

None.

4. COMMITTEE ACTION

A. MINUTES OF THE OCTOBER 31, 2018 (NOVEMBER**) COMMITTEE MEETING (MARCH)**

Mr. Sam Wood moved to recommend approval of the October 31, 2018 Planning & Development Committee meeting minutes. The motion was seconded by Mr. Chris Grover and passed unanimously.

B. APPROVAL OF 2019 COMMITTEE WORK PROGRAM

According to STA Board Resolution 681-11, adopted at the September 21, 2011 STA Board meeting, the Planning & Development Committee is accountable for designing and coordinating the Board's participation in STA strategic and operational planning, including annual budget preparation.

Mr. Karl Otterstrom shared the 2019 Committee Work Program with the Committee as an information item. This is a document that is created at the end of the year in preparation for the next cycle of P&D Committee planning

Ms. Candace Mumm arrived at 10:10 a.m.

activities. The work program is focused primarily on the Annual Planning Calendar which identifies the four planning documents founded on the principles and policies of *Connect Spokane* that require annual updates:

- Transit Development Plan
- Service Implementation Plan
- Capital Improvement Program
- Annual Strategic Plan/Budget

As in prior years, there are some planning projects that augment the committee's work program. As projects move beyond the planning ad preliminary engineering stages, implementation work is transferred to the Performance Monitoring and External Relations Committee.

Highlights of the draft 2019 Committee Work Plan include:

- Annual Planning
 - 2019 Transit Development Plan
 - 2020-2022 Service Implementation Plan
 - 2020-2025 Capital Improvement Program
 - Updated financial forecast and assumptions through 2025
 - 2020 Annual Strategic Plan and Budgets

The following projects are included for expected Committee involvement in 2019:

- The Central City Line Project Development Milestones
 - 60% design public outreach – includes renderings of all of the stations
 - FY 2020 Capital Investment Grant Report
 - Risk Assessment Review – tentatively scheduled for late February with a debriefing planned for the Planning & Development Committee. Those interested in the debriefing sessions will be invited to attend; an agenda will be provided in advance to assist invitees in selecting the sessions they would like to attend.
 - Complete critical third-party agreements
 - Budget update and construction schedule
 - Small Starts Grant Agreement – This is a robust agreement between FTA and STA
- Division Street High Performance Transit Study – This study is expected to start this year. SRTC expressed an interest in conducting a study with STA. The project should begin in 2019 with the first major deliverables near the end of the year. The Division project will extend as far north as Hastings/Farewell Road. Network design still needs to be established as there can be trade-offs with each decision.
- Zero emission Technology Fleet Transition Evaluation
- Facilities Master Plan Update – This will be informed by our fleet study
- Scoping of *Connect Spokane* 2020 Update -- Generally, STA begins scoping each major update three years after the last *Connect Spokane* Update. Regarding the 2020 Update, STA expects questions regarding "after" STA Moving Forward is implemented; especially as it pertains to the role of the Plaza, etc.

Ms. Mumm asked about the ability to accelerate or expand the work program. Mr. Otterstrom responded that the work program is a road map that can be modified without formal updating; however, it is important to remember that STA resources, including staff time, are engaged in delivering the commitments made to the community in the *STA Moving Forward* plan.

Mr. Grover moved to recommend approval of the 2019 Committee Work Program. The motion was seconded by Ms. Mumm and passed unanimously.

5. COMMITTEE ACTION

A. Board Consent Agenda

1. APPROVE MASTER DESIGN & CONSTRUCTION AGREEMENT BETWEEN CITY OF SPOKANE & STA

Mr. Otterstrom reviewed the Master Design & Construction Agreement between City of Spokane and STA and is seeking approval for the execution of this agreement. Generally, STA has run these as single agreements, however, STA and the City of Spokane have a number of projects of mutual interest that it is no longer efficient to develop single-project agreements. Over the years, STA has found it convenient on many different projects to contribute to a City project with STA funds to build infrastructure that supports transit service. By the same token, city funding can contribute to STA projects to build city infrastructure that is integrated with transit-related infrastructure. A development agreement provides a pathway for mutual cooperation between the City and STA and benefits Spokane's citizens by avoiding duplicative design work and by integrating investments and pooling resources for construction. Planning & Development staff is proposing this Master Design & Construction Agreement which can be amended by board approval with project orders for individual projects. In addition, some projects can be leveraged. This agreement sets criteria for future amendments that include project specific details including scope, budget, compensation and schedule. Currently, these are the known future project orders:

- City compensation for Sprague Phase I Improvements
- City compensation for Sprague Phase II Improvements
- STA compensation for Division Phase I Improvements
- STA compensation for Division Phase II Improvements
- City compensation for Gateway Bridge Landing Improvements
- City compensation for Sunset Boulevard Street Improvements
- City compensation for Francis & Alberta intersection Improvements
- City compensation for Riverside Avenue Central City Line Stations
- Central City Line Project Development Agreement

The draft agreement may have some minor adjustments before the final. It has already been through one City review and STA hopes to hear back from them in time for the January Board meeting.

Mr. Grover moved that the committee approve the Master Design & Construction Agreement and authorize the CEO to execute the agreement on behalf of Spokane Transit. Chair French seconded and the motion passed unanimously.

B. Board Discussion Agenda

(*No items being presented this month*)

6. REPORTS TO COMMITTEE

(*No information included this month*)

7. CEO REPORT

STA Chief Executive Officer, E. Susan Meyer, presented her CEO Report to the Committee which included the following topics:

- **Plaza Operational Analysis** - This afternoon, at the Downtown Spokane Partnership (DSP) Board meeting, Ms. Meyer and Mr. Otterstrom will discuss, but not present, the Plaza Operational Analysis. Mr. Otterstrom and his Planning & Development Team have done a very good job of involving Mark Richard and other DSP Board members. The purpose of the study is to operationalize the implementation of *STA Moving Forward* (STAMF) as it relates to the Plaza operation. STA made a commitment a few years ago to localize STA operations at the Plaza but not board people in front of the Peyton Building on Sprague and eventually, not in front of the Spokane Regional Business Center (SRBC) building owned by NAI Black, and now occupied by NAI Black. Mr. Otterstrom attended the Business Improvement District (BID) meeting this morning and briefed them and they offered their unsolicited support for the analysis; STA did not ask for it to be approved,

BID just offered it in the form of a motion. Ms. Meyer forwarded Mr. Otterstrom's notes and slides to the Commissioner and Councilwoman Lori Kinnear.

- **Security Manager Position** – Candidates are being interviewed for this position which is referred to internally as the Security Chief position. Ms. Nancy Williams has narrowed the list down and is impressed with the qualifications of the candidates. This is the position that is being separated from the Safety Manager position in order to designate one full-time person to address security and one to address safety. Mark Richard and Spokane Police Chief Meidl will participate in the final interviews of the finalists this week.
- **SRTC (Spokane Regional Transportation Council)** – SRTC is the lead agency for transportation planning for the area covered by Spokane County. Ms. Meyer serves on the Executive Board alongside John Dickson from the County, Scott Simmons from City of Spokane, Sabrina Minshall from SRTC and John Hohman from Spokane Valley. SRTC partners with the Spokane Regional Transportation Management Center (SRTMC) to relay traffic information to the public. SRTMC works 24/7 as the center is staffed at all times to evaluate and react to events that impact travel and roadway safety which can include dead animals, accidents, debris, etc. They are the first notification and they have access to all cameras. The budget and work plan has been approved for the Traffic Management Center and we will probably be coming back to you with some additional discussion about the way the Executive Board operates.
- **Paratransit Operator Recruitment** – Ms. Williams has “moved heaven and earth” to begin recruitment before the end of the year. There are a couple of new positions which were approved in the 2019 budget, plus a few positions that will allow us to fill additional positions that will open due to retirements, etc. A big thank you extended to Ms. Nancy Williams, Mr. Roger Watkins and the Training Department for working hard to get started earlier than planned.
- **Kendall Yards Pass** – October, 2018 was the first month of the Kendall Yards Pass program. At his request, Ms. Susan Meyer and Mr. Brandon Rapez-Betty met with Mr. Jim Frank to review the data. There were 1,100 rides from people with this pass which means they either work or live in Kendall Yards. In order to receive a pass through the program, a short form must be completed and submitted to Greenstone/Kendall Yards. Mr. Frank has thoroughly analyzed the first month’s data. He has “millions” of ideas for STA. Mr. Frank has a passion for alternative transportation options for his development and talked about implementing this in the proposed Garden District on the South Hill. In summary, it is working well, Mr. Frank is very satisfied, and there are options to pursue this program in other places.
- **The Morgan Building** – The Diamond Parking Lot owner has been contacted by STA about a place for a bus stop on Riverside, east of the Paulsen Building and west of the Morgan Building. There has been no response from Diamond’s attorney yet.

Mr. Woods asked for clarification on the Kendall Yards UTAP program regarding costs. Ms. Meyer responded that each route has a specific charge associated to it that is structured to be below the cost of the trip. When the rider boards and taps the pass, the trip is recorded. Mr. Frank is then billed on a monthly basis for each trip. Mr. Frank has shared that there is a benefit to him as a developer to use this program; when the demand for parking decreases, the need to build more parking decreases. He would rather invest in office buildings and residences rather than parking spaces. Ms. Meyer suggested that in the future he may even be able to see the parking revenue cover part of the pass program costs. Mr. Woods asked for the monthly total. Mr. Rapez-Betty responded that the monthly cost was \$1,190.63 (about \$1/ride). Ms. Mumm added that her constituents love this program and have mentioned planning “retiree play dates” in which they ride the bus as a group to various destinations such as Trader Joe’s, and/or plan lunch excursions. They are getting out into the Spokane community and have been surprised at how easy the bus is to use. Mr. Frank also gave some bus passes to a charity in the West Central area and they are using the passes to ride to medical appointments. Ms. Meyer shared that STA will place a shelter at the corner near My Fresh Basket.

8. COMMITTEE INFORMATION

(No information included this month)

9. REVIEW FEBRUARY 6, 2018 COMMITTEE MEETING AGENDA

No changes were suggested at this time.

10. NEW BUSINESS

(No information included this month)

11. COMMITTEE MEMBERS' EXPRESSIONS

Ms. Mumm shared that there are large development plans for the north east section of Spokane which activates this area sooner than expected.

The topic of service animals was briefly discussed. There has been talk about trained service animals being damaged by non-service animals. The damage can “wash out” service training and can take thousands of hours to reprogram an animal. Discussion ensued. STA is required to accept service animals, but not comfort animals.

Mr. Woods asked if STA has looked into promoting the Kendall Yards UTAP Program to other large apartment areas. Ms. Meyer responded that STA has not, however, in the future STA will have a position that focuses on promoting the pass.

12. ADJOURN

Chair French adjourned the meeting at 11:01 a.m.

13. NEXT COMMITTEE MEETING: WEDNESDAY, FEBRUARY 6, 2019 at 10:00 a.m., at STA SOUTHSIDE CONFERENCE ROOM, 1230 W. BOONE AVENUE

Respectfully submitted,



Vicki Clancy, Executive Assistant